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DDP/RMS-69/177
3 October 1969

MEMORANDUM FOR: CIA, Records Administration Officer

SUBJECT : Temporary Retirement of Material

25X1 1. The Archives and Disposition Section of RID is holding 20 feet of [] other documentation for CI Staff which was formerly charged to the Technical Services Division. The Records Center is holding another 263 feet of the same type of material for CI Staff. None of it is covered by the CI Staff Records Control Schedule. In compliance with [] we have asked the CI/RMO to submit a supplemental schedule through this staff to your office for approval. The request would, of course, include reasons for the continued retention of the material and a revised retention period compatible with CI Staff needs. The CI/RMO has promised to submit the necessary paper work in the near future.

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25X1 2. In conjunction with the installation of mechanized shelving, RID must find space for the temporary storage of records. C/RID [] has asked that we obtain your permission to ship the 20 feet of material, now at Headquarters, to the Records Center for retention pending approval of the supplemental schedule.

3. Your approval is requested.

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[]
DDP, Records Management Staff

cc: CI/RMO
C/RID, []

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